# CENTRAL OFFICE PROCEDURES
# PLUG-IN INVENTORY CONTROL SYSTEM

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## 1. GENERAL

1.01 This section is issued to reflect PNB practices and policies related to the handling of plug-ins using the Plug-in Inventory Control System (PICS).

1.02 This section is reissued to include the following:

(a) Separation of PNB-owned and AT&T-C owned plug-ins to meet divestiture requirements.

(b) Assignment of a non-management person as plug-in controller to handle plug-in movements in a central office.

(c) Revision of central office responsibilities.

(d) Storage and administration of non-working plug-ins.

(e) Procedures for handling plug-ins released from disconnect and cancellation orders.

1.03 This section describes the procedures to be used in the movement of ***PNB-owned*** plug-in equipment in the central office environment.

1.04 This section also describes the guidelines for handling plug-ins in central offices where both PNB and AT&T-C own equipment within the same building.

1.05 With divestiture, it is a ***legal*** requirement that PNB plug-ins and AT&T-C plug-ins must be separated at all times. As a result, plug-ins in central offices where both PNB and AT&T-C own equipment of similar technology must be identified and separated at all times. Divestiture requirements are subject to audits by outside groups to ensure compliance.

1.06 In order that each central office can control plug-ins legally and efficiently by following the guidelines described in this section, three items are required:

(a) Assignment of responsibilities to one dedicated Plug-In Custodian in each central office (CO). (See paragraph 8.14.)

(b) Assignment of responsibilities to one or more dedicated Plug-In Controller(s) in each central office (CO). (See paragraph 8.18.)

(c) Establishment of storage and administrative areas for plug-in equipment and their processing in each CO. (See paragraphs 8.08 and 8.12.)

*Note:* For offices where both PNB and AT&T-C own equipment, ***separate*** plug-in storage and processing areas must be assigned for PNB and AT&T-C.

## 2. PURPOSE AND OBJECTIVES

2.01 The purpose of the Plug-in Inventory Control System (PICS) is to serve as the primary Company inventory and investment record of central office plug-in equipment. As the primary investment record, there are strict legal requirements for accuracy which are outlined in various Comptrollers

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Letters. A more accurate inventory record not only satisfies the Company's legal obligations but also provides for better service response and overall investment utilization.

2.02 To comply with one of the legal obligations related to the Foreign Corrupt Practices Act, PNB assets are inventoried at regular intervals. For central office equipment (COE) which includes plug-ins, the maximum interval is 5 years for field locations, and 1 year for central stock and Intermediate Distribution Centers (IDCs). (See paragraph 8.23.)

2.03 It is important that the procedures in handling plug-ins as described in this section must be followed to ensure the inventories in both PICS and field locations are ***accurate*** and ***legal***. Besides, improper handling of Company property is a violation of C.I. 24 as described in paragraph 2.25 of C.I. 24.

2.04 Operational reviews by representatives from NetCom Staff and PIA will be conducted at one or more CO(s) per quarter to ensure that methods and procedures described in this section are being followed.

2.05 The PICS system has identified locations of equipment for inventory and accounting purposes. These locations have been assigned parcel numbers. These parcel numbers have an associated Bell System Common Language Location Identification (CLLI) code which is unique in the PICS system. The parcel number assignments are shown in Accounting Handbook, Section HB 1.75, Appendix A, for Oregon and Section HB 1.77, Appendix A, for Washington/Idaho.

2.06 The PICS data base maintains the plug-in inventory record by the Bell System Common Language Equipment Identity (CLEI) and Human Equipment Catalog Item at Group Level (HECIG) using 7 characters. At full size this is in 10 characters which reflects the J Drawing and List. This 10-character description is known as HECI and is described fully in the 795 Division of the Bell System Practices.

2.07 The PICS data base inventories for the central offices are described by the quantity known to be:

(1) Working

(2) Growth Spare

(3) Maintenance Spare (spare units set aside for the replacement of defective units)

(4) Offset (For use by PIA only)

(5) Pending recall.

2.08 For central stock and central office use, a cross-reference aid is produced by the PICS system and is available from the Plug-In Administrator (PIA). This Equipment Selection Aid provides a cross-reference from J and List to HECI and from HECI to J and List. Use of this aid should be rather minimal as the majority of units are either stenciled or labeled with the HECI description (See Fig. 1 and 2).

## 3. DEFINITIONS

3.01 The following are terms and the definitions of these terms used throughout this section:

(a) ***Circuit Order:*** The document (e.g., Circuit Layout Record, Work Order Record Details) used to specify equipment, facilities and transmission levels for the given circuit for point-to-point.

(b) ***Circuit Packs:*** Circuit packs for ESS machines and/or any other type of frames are referred to as plug-ins in this BCP. This includes all circuit packs as well as those used in circuit order work.

(c) ***Common Language Location Identification (CLLI):*** A coding scheme which identifies buildings that contain or will contain switchboards, switching machines, community dial offices, radio and carrier equipment, service centers, test rooms, testboards, frames, maintenance groups, etc. In addition, they identify locations other than buildings such as repeaters, poles, manholes, etc. See Section 795-100-100 for additional information.

(d) ***Circuit Layout Record (CLR):*** A local company defined record of the equipment and facilities used on a circuit.

(e) ***Central Office Forces (CO Forces):*** The NetCom Services forces responsible for operations and maintenance of the central offices.

(f) ***Circuit Provision Center (CPC):*** The organization responsible for issuing circuit orders for the provisioning of special service circuits, message circuits, carrier systems, etc.

(g) ***Central Stock (CS):*** A centralized location where spare plug-ins are stored and shipped to field locations upon request of the PIA. The location also serves as a central processing and forwarding point for the repair of defective plug-ins.

(h) ***Equipment Selection Aid:*** A table which is used to convert HECI to J and List, J and List to HECI. Tables may also be provided which include conversions to Function Codes.

(i) ***Function Code:*** A code used in the circuit design and assignment process to specify a function that an equipment component must perform. Function Codes are characterized by their ability to lead to the selection of equipment with different HECIG(7) identities. (Not related to Functional Accounting codes.)

(j) ***Human Equipment Catalog Item at Group Level (HECIG):*** A common language equipment identification (CLEI) code, HECI is a 10-character code, described in Section 795-200-200. At group level, it is the first 7 characters of the full 10 character code. For plug-ins, all units having their first 7 characters equal are also identical in transmission characteristics and may be substituted one for another.

(k) ***Intermediate Distribution Center (IDC):*** A location where spare plug-ins are stored and shipped to field locations within the IDC serving area. An IDC functions like the Central Stock except for the number of offices and areas served.

(l) ***Interfunctional Special Services Coordination (ISSC) group:*** This group is the point of contact for assistance in resolving jeopardy problems that affect the due date of an order.

(m) ***Location Overstock Report:*** An inventory management report printout by central office location that shows quantities of the actual-working, growth and maintenance spare plugs by plug type. The recommended quantities of spares are also shown based on a selected percent of working plugs (See Fig. 10).

(n) ***Maintenance Spares:*** Plug-ins that are used to replace defective units in working circuits. The type and quantity of such units kept at each location is jointly determined by the PIA and the Network Services forces. PICS is designed to protect these maintenance spares from being selected for use during circuit order activity.

(o) ***Growth Spares:*** Plug-ins that have been removed from the bay and are waiting for reassignment or recall.

(p) ***Material Transfer Request (MTR), Form D5928:*** Also known as shipping notice, transaction, or packing slip. A document issued by the PIA to the field, initiating the shipment or return of plug-ins. The MTR may also be used to request the reuse of spare plug-ins located in an office or to transfer units from one office to another.

(q) ***Permanent Substitution:*** Occurs when a plug-in is selected for use in a circuit and its nomenclature is different from that specified on the circuit order.

(r) ***Plug-In Administrator (PIA):*** The person or group responsible for the acquisition, movement, assignment, repair, and utilization of plug-in units.

(s) ***Plug-In Controller:*** A non-management person assigned to a central office location to administer and control the movement of plug-ins. The assignment may be occasional or permanent depending on work demand.

(t) ***Plug-In Custodian:*** A management person assigned to a central office to ensure that plug-in administrative procedures are complied with in that central office.

(u) ***Plug-In Inventory Control System/Detailed Continuing Property Record (PICS/DCPR):*** See paragraph 2.01 for PICS. DCPR is a mechanized inventory of hard-wired and plug-in equipment designed to maintain up-to-date investment records by location.

(v) ***Work Order Record and Detail (WORD):*** The standard circuit layout record for mechanized systems described in Section 682-400-010.

## 4. OWNERSHIP IDENTIFICATION

4.01 As mentioned in paragraph 1.05, separation of ownership of plug-in units in central offices where both PNB and AT&T-C own equipment is a ***legal*** requirement. Plug-ins for those offices are labeled to assist the central office forces in carrying out their responsibilities. Labeling is a tool and does not replace the need for exercising care to maintain ***complete*** separation of plug-in ownership.

4.02 Labeling of plug-ins in CO locations where there is no AT&T-C equipment present is not necessary.

4.03 In each of the CO locations where both PNB and AT&T-C own equipment, all plug-ins that are of a type that could be used by either PNB or AT&T-C require ownership labeling. For those types of plug-ins used exclusively by PNB in that office, no labeling is required since these plug-ins could not be used by AT&T-C; e.g., if all T-CXR is owned by PNB, AT&T-C will not use any T-CXR plugs-ins, thus T-CXR plug-ins in that office are not labeled.

*Note:* All AT&T-C plug-ins in CO locations where both PNB and AT&T-C own equipment are labeled.

4.04 PNB owned plug-ins will either be labeled with yellow round 3/8" dots or unlabeled. All AT&T-C and Long Lines owned plug-ins will be labeled with red or pink round 3/8" dots.

4.05 It is important to note that in CO locations where both PNB and AT&T-C own equipment, ***ONLY PNB plug-ins*** can be used in ***PNB areas or equipment bays. NO PNB plug-ins*** can be used in ***AT&T-C areas or equipment bays.***

## 5. FUNCTIONAL FLOW AND DESCRIPTION

5.01 Upon issuance of a circuit order from the CPC and identification of available plug-ins by HECIG identity, a transaction is generated in PICS and an ***MTR is printed.*** The types of transactions are as follows:

(a) ***Ship-From-Stock:*** Plug-ins are being provided from CS to the CO.

(b) ***Location Connect:*** Spare plug-ins in the CO are to be used.

*Note:* This transaction may request equipment from CS as well as from the CO. The MTR will be divided by a line showing the requirements from the CO below the line.

(c) ***Field-To-Field:*** Spare plug-ins are to be sent from one CO to another.

(d) ***Return-To-Stock:*** Spare plug-ins are to be shipped to CS.

(e) ***Like-For-Like:*** A good unit will be shipped from CS to replace the defective unit in the field. Upon its receipt, the field will return the defective unit to CS for repair processing. Specified details for shipment processing are shown in Part 7.

(f) ***Working-To-Spare:*** Working plug-ins are to be removed from equipment mountings and placed in growth spare shelf in the C.O.

*Note 1:* For CO locations where both PNB and AT&T-C own equipment, ownership of plug-ins is specified on the MTR's. Plug-ins are labeled according to guidelines described in Part 4.

*Note 2:* Sometimes the PIA may issue an MTR with number WJXXXXX where X can be any digit when plug-ins are not available. The purpose of the WJ numbered MTR's is to allow the CPC to issue the "WORD", so the C.O. work forces can start the wiring. If plug-ins are not available one or two days before Material On Job (MOJ) date, PIA will report DVA jeopardy in TIRKS. (See paragraph 5.02)

5.02 The PICS system is designed to ensure that the correct plug-in has arrived for the order's Material On Job (MOJ) date, two days prior to the Designed, Verified and Assigned Date (DVA) for special service circuits, and by Records Issued Date (RID) plus (+) three days for message circuits. Plug-in availability is part of the DVA check. If the plug-ins are not available, the order and/or circuit will be placed in jeopardy. The PIA will report DVA jeopardy in TIRKS one or two days before the MOJ date if plug-ins are not available at that time. In cases when the due dates are effected by the plug-in shortage, the PIA will notify Interfunctional Special Services Coordination (ISSC) group.

5.03 The following steps should be followed for pending order/circuit additions:

(a) At no later than 8 a.m. on the DVA Date (see paragraph 5.02), check for plug-in availability. This can be done by pulling the packing slip (MTR) (see paragraph 9.03) from the pending order MTR file and locate the plug-in(s) designated for the order being worked in the pending order

plug-in storage area (see paragraphs 8.08 thru 8.12).

(b) If the plug-in unit(s) located is not the correct type of unit(s) to be used because of incorrect design, call the Field Assistance Bureau (FAB). FAB, with the assistance of the PIA, will locate and ship as quickly as possible (usually the same working day) a correct unit or, in conjunction with CPC, identify and authorize the use of a substitute unit. (See Part 6.) Follow jeopardy procedure if DVA or DD cannot be met. (Growth spare should be used only as specified by the MTR. In the event that plug-ins are used or shipped in advance of receiving the corresponding MTR or contrary to the corresponding MTR, the PIA must be contacted to insure the PICS database is updated to match the actual activity.)

(c) If the plug-in unit(s) located as specified by the MTR is not the same as shown in the "WORD" document, call the PIA. The PIA, with the assistance of CPC, will correct the situtation by either sending the correct unit(s) or have CPC resend the "WORD" document or both.

(d) For CO locations where both PNB and AT&T-C own equipment, if ownership of plug-in unit(s) located does not match the ownership of the assigned equipment mounting(s)/bay(s), call the Plug-In Administrator (PIA). ***(DON'T*** insert AT&T-C plug-in(s) in PNB mounting(s)/bay(s) or vice versa.) The PIA, with the assistance of Engineering and CPC, will verify the correct equipment ownership. If PNB plug-ins are shipped for AT&T-C mounting(s), the PIA will recall the PNB plug-in(s) back to the pool and CPC will request AT&T-C plug-in(s) from AT&T-C PIA.

(e) Prior to the order's PTD, a plug-in with a HECIG(7) identity equal to that stated on the circuit order should be selected, mounted, and optioned.

(f) Mark on the packing slip that the plug-in has been installed, along with initials and dates. The packing slip should then be placed in the completed MTR file when all listed plug-ins on the MTR have been installed.

(g) Ensure that jeopardies posted in the TIRKS Circuit Order Control (COC) are updated as appropriate, as required plug-ins are received.

5.04 Should a plug-in become defective while in service, the following steps should be followed:

(a) Ensure that the unit is truly defective by:

(1)* Replacing it with a like good unit, clearing the original trouble condition.

(2) Applying appropriate Bell Company Practice specified tests.

(b)* Replace the unit with another plug-in with a HECIG(7) identity equal to that found in the circuit. The replacementunit must be obtained from the maintenance spare stock (See paragraphs 8.08 thru 8.12).

(c)* If the CLR or WORD document for the circuit does not identify the plug-in in HECIG(7), then the replacement unit should have a HECIG(7) identity equal to the defective unit.

(d)* If a maintenance spare of the same identity is not available, contact the PIA during normal business hours. For off-hour emergency situations, call the Central Stock Emergency Telephone Number(s) provided by the PIA. The PIA will locate and ship a replacement unit or in conjunction with the circuit designer, identify and authorize the use of a substitute unit to restore service. If a substitute unit were used, the circuit designer will reissue and distribute new WORD document reflecting the change (See Paragraph 8.05). If a substitute unit were used before the PIA and FAB (Field Assistance Bureau in CPC) were contacted, like during the evening or night shift, a note describing the substitution should be forwarded with the defective unit to the day shift plug-in controller. The plug-in controller will notify the PIA and FAB on the change so that the PIA can update the PICS data base and CPC can issue and distribute new WORD document (See Parts 6 and 8).

* OBSERVE OWNERSHIP RULES IN OFFICES WHERE BOTH PNB AND AT&T-C OWN EQUIPMENT. (Paragraphs 1.05 and 4.05)

*Note:** A spare unit from the growth spare stock can be used for maintenance purposes; however, the PIA must be notified to update the PICS data base to reflect the change.

(e) Label the defective unit with a description of the trouble to ensure that it will not be selected and used for a good unit. Give the defective unit to the Plug-In Controller so that a like-for-like replacement can be ordered (See paragraph 8.20e).

5.05 Plug-ins are disconnected by disconnect or change (EIO) orders. Whenever CPC issues an order that disconnects plug-ins, the PIA will receive a copy of the "WORD" document. Upon receipt of the disconnect "WORD", the PIA will issue an MTR to have the disconnected plug-ins either placed in the growth spare shelf in the Central Office or shipped back to the Central Stock. The disconnect circuit order number will be included in the MTR. Common Language Location Identification (CLLI) Code will be used to identify the growth spare shelf in each C.O. The following steps should be followed for disconnected plug-ins:

(a) After service has been disconnected to the customer, whether Special Service, Message, or Carrier, the plug-ins MUST be removed from their mountings and turned over to the plug-in controller with the associated disconnect order number and/or MTR.

*Note:* This does not apply to some carrier system units, ie, ON, N, LMX, Broadband, Telegraph, Subscriber Carrier, DCT, DIF, where their removal would result in a system failure or performance degradation. In this case, the spare plug-ins should be left in the mountings and tagged with the disconnect order number, date and initial.

(b) If the MTR associated with the disconnect order has not arrived at the time the plug-ins are spared, the plug-in controller will place the spare plug-ins in the growth spare shelves identified by the CLLI Code. (See paragraph 8.12) All spared plug-ins disconnected by one disconnect order should be grouped together and tagged with the disconnect order number, date and initial.

(c) Check the spared plug-ins with the MTR. If any plug-in(s) spared is different from the HECIG(7) specified in the MTR, circle the specified HECIG(7) and write on the MTR the HECIG(7) code or J number and list of the plug type actually removed from the bay.

(d) If the MTR requests the return of disconnected plug-ins to CS, follow the procedures described in paragraph 8.20(g) — to return plug-ins to CS. If the MTR requests the placement of disconnected plug-ins to growth spare shelves, the Plug-In Controller will place the spare plug-ins in the appropriate shelf location, complete the MTR per instructions for receiving office on reverse side of "Packing Slip" (pink) copy and forward appropriate copy to the PIA. (See Fig. 4).

5.06 Plug-in released from ***cancellation orders*** should be handled as instructed by the PIA through MTR's.

## 6. SUBSTITUTIONS AND TRANSFERS

***Field-To-Field Transfers***

6.01 There are two types of field-to-field transfers. The first is initiated by PICS to transfer a spare unit from one location to another and was described in paragraph 5.01.

6.02 The second type occurs when a plug-in transfer is initiated locally in the CO. Except for unusual service conditions, like critical out-of-hours failures or service outages, there should be no need for this type of transfer. Rather a call to the PIA should be made and an available, appropriate unit identified. If it should become necessary to move the plug-in without the ***PIA's*** prior knowledge, they ***should be notified no later than the next business day by phone.*** The PIA can update the PICS data base and generate an MTR to keep track of the field-to-field transfers. (See paragraph 7.03.)

6.03 In offices where both PNB and AT&T-C own equipment, ownership rules must be observed. (See paragraphs 1.05 and 4.05.)

***Substitutions***

6.04 A substitution condition exists whenever the mounted plug-in identified in HECIG(7) does not match the circuit order HECIG(7) identified plug-in.

* OBSERVE OWNERSHIP RULES IN OFFICES WHERE BOTH PNB AND AT&T-C OWN EQUIPMENT. (Paragraphs 1.05 and 4.05)

6.05 For older records which do not identify the assigned plug-in in HECIG(7), a substitution condition exists whenever an in service unit found defective is replaced by a unit with a different HECIG(7) identity.

6.06 This definition of a substitution is derived from the need to keep the PICS Inventory record and TIRKS circuit record for the office accurate and as a result of the HECIG(7) characteristics. UNITS WITH IDENTICAL HECIG(7)s ARE COMPLETELY INTERCHANGEABLE, ELECTRICALLY AND PHYSICALLY: UNITS WITH UNLIKE HECIG(7)s MAY OR MAY NOT BE INTERCHANGEABLE. It is then dependent on the specific application, and the circuit designer should be consulted.

6.07 As a result, the PIA and FAB must be notified of all substitutions. The PIA can verify plug-in availability and the designer will identify a suitable substitution unit. (For procedures in handling substitution in CO's, see Part 5 for the different situations.)

6.08 Strict ownership rules (paragraphs 1.05 and 4.05) must be observed for substitution in CO's where both PNB and AT&T-C own equipment.

## 7. SHIPMENT PROCESSING

7.01 The types of transaction or MTR's that are used in the PICS systems are described in paragraph 5.01. The MTR's physical layout and information content are described in paragraph 9.03.

7.02 General requirements for all transactions include:

(a) Assigned responsibility for the processing of plug-in equipment to ensure continuity and quality. Correct ownership must be ensured for CO's where both PNB and AT&T-C own equipment (see paragraphs 1.05 and 4.05).

(b) Prompt processing of MTR's (at least daily).

(c) Verify shipment at time of delivery for physical integrity and check for damage that may have been incurred in transit. Also verify correct ownership for offices where both PNB and AT&T-C own equipment.

(d) Verify the identity and quantity against the MTR.

(e) Note any discrepancies on all copies of the MTR and contact the PIA.

(f) Use of appropriate shipping label as described in Fig. 6 through 9. If there is more than one container, clearly mark each carton with the sender's address and the MTR number.

(g) Complete Form D5928 per instructions on reverse side of "Packing Slip" (pink) copy and forward appropriate copy as defined.

(h) Store units in the centralized storage cabinet with maintenance spares, growth spares, and pending order units, each identified and separated. The maintenance spares should be grouped and marked so that the inventory is readily visible. (See Paragraphs 8.08 and 8.12). Observe ownership rules for CO's where both PNB and AT&T-C own equipment (see paragraphs 1.05 and 4.05).

(i) All shipments shall be prepaid.

7.03 For Field-To-Field and Return-To-Stock Transactions, additional requirements are:

(a) Ensure that only good units are sent to the field and CS. (Except return for repair)

(b) Ensure that any components that are not part of the units' HECIG description are removed, ie, filters, networks, etc.

*Note:* E6 repeaters being returned to CS must have the networks removed and screws tightened by CO personnel prior to shipment.

(c) Units should be suitably packed to avoid damage. Packing material should be requested at the time of order issuance with the PIA.

(d) ***Plug-ins should not be sent to the CS or any field location without the proper Form D5928.***

(e) To ensure complete accounting credit and data base integrity, Return-To-Stock orders generated by PICS must be returned to CS within five working days after receipt of the order and packing material. Return only units listed on the

Form D5928. DO NOT substitute units or change the quantities requested without notifying the PIA.

(f) For CO locations where both PNB and AT&T-C own equipment, strict ownership rules (paragraphs 1.05 and 4.05) must be observed.

7.04 For Like-For-Like transactions, additional requirements include:

(a) Verifying that the unit received from CS has an identical HECIG(7) description to the defective unit.

(b) Placing the good unit(s) in the proper storage cabinet (see paragraphs 8.08 thru 8.12).

(c) Associating the Repair Tag(s) Form P7878 with the defective unit(s) (see paragraph 9.05).

(d) Transactions should involve plug-ins of the same ownership (see paragraphs 1.05 and 4.05).

## 8. RESPONSIBILITIES

*Circuit Provision Center (CPC)*

8.01 Determine the plug-ins required for use on a circuit, working in conjunction with the PIA to assign an available unit identified in 8-character HECIG. Also determine the correct ownership of plugs-ins for offices where both PNB and AT&T-C own equipment.

8.02 Issue and distribute circuit orders describing the required plug-ins in 8 character HECIG and correct ownership as required.

8.03 Coordinate with the PIA, as required, whenever a circuit order may duplicate a previous plug-in assignment.

8.04 On a request from the CO forces and in conjunction with the PIA, identify a substitutable unit for permanent use.

8.05 Reissue and distribute new circuit orders reflecting the change authorized under paragraph 8.04.

*Plug-In Administrator (PIA)*

8.06 The PIA is responsible for the integrity of the data in the PICS computer. The cooperation and assistance from the circuit designer, Project Engineers and the central office forces are required to assure that equipment is available when requested.

8.07 Specific responsibilities:

(a) Assign plug-ins for use on circuit orders in conjunction with CPC using plug-ins obtained from the following types of transactions as defined in paragraph 5.01:

(1) Location Connect

(2) Ship-From Stock

(3) Field-To-Field.

(b) Ensure that the correct plug-in is available on or before the Plug-In Required (PIR) date which is two days prior to the Designed, Verified and Assigned date (DVA) for special service and exchange access circuits, and by Records Issued Date (RID) plus three days for message circuits.

(c) Report DVA jeopardy in TIRKS when plug-ins are not available one or two days before MOJ date (see paragraph 5.02). Continue to pursue and track the jeopardy until plug-ins required are available. Notify ISSC if plug-in shortage affects the Due Date.

(d) In conjunction with CPC, assist in the identification, authorization and provision of plug-in substitution units, providing PICS authorization number to the CO forces as required.

(e) Ensure that the PICS/DCPR data reflects accurately the inventory status of all PICS locations and the CS.

(f) Maintain high level of plug-in utilization by monitoring spare levels in central offices and requesting adjustment as necessary. Adjustment can be accomplished by one of the following methods:

(1) Return-To-Stock: Ship units to CS.

(2) Field-To-Field: Ship units to another office requiring them.

(3) Working-To-Spare: Place spare units disconnected by circuit orders in the C.O. growth spare shelves.

(g) Coordinate repair of the defective units through the appropriate repair center for the specific equipment.

(h) Issue one of the following types of MTR's to accomplish this:

(1) Like-For-Like - Good units are sent from CS to replace the defective units.

(2) Return-To-Stock - When a replacement unit is not available in the CS or field, the defective unit is shipped to the CS who in turn sends the unit to the appropriate repair center. Upon its return to the CS, it is shipped to the originating CO.

(i) Provide Equipment Selection Aids (ESA) upon request of the CO forces (See paragraphs 2.08, 3.01(h), 9.01 and 9.02).

(j) Establish and maintain a mini pool in a C.O. building or building complex where an employee has to spend 8 hours or more per day on plug-in movements. This includes the handling of all plug-in movements in the building or building complex.

(k) Provide plug-in storage room(s) and shelves.

(l) Ensure the ownership labeling of plug-ins for CO's where both PNB and AT&T-C own equipment to identify correct ownership.

***Plug-In Processing Area - CO***

8.08 The key ingredient to effective plug-in administration is having well defined areas in a CO for handling of the shipping cartons, paperwork and the plug-in units themselves. The PIA in conjunction with Equipment and Building Engineers must provide space and shelves for NetCom Services to perform the following functions involving plug-ins:

(a) Unpacking and packing

(b) Storage of plug-in units

(c) Filing of records

8.09 In general this (these) area(s) should be centralized and have reasonable access to a loading and unloading area. The area(s) should comply with safety, fire and building regulations.

8.10 The storage area(s) should have adequate shelving to provide separate storage so that maintenance spares are protected from use for other than maintenance purposes. Growth spares should be identified as such. Plugs for pending orders should be stored where they are accessible to the personnel working the orders. Pending order plugs should be identified and used for the specified order(s) only.

8.11 The area(s) should have a filing system accessible to the personnel working the circuit orders. The packing slips for received plug-ins will be filed by MTR number and will be used as the means of tracking a plug-in for a pending order from the time it is received to its installation.

Example: The files should be set up so that an MTR can be located for each plug-in associated with a pending order. A completed file will be used to store all MTRs when the plug-ins are removed from the shelf for installation. A completed MTR in the completed MTR file can be removed and discarded after the overall circuit has been turned up for service.

*Note:* Ownership rules as described in paragraphs 1.05 and 4.05 must be observed for the plug-in processing area.

8.12 As mentioned in Paragraph 8.10, ***separate storage and administration*** is required for each of the following three categories of nonworking plug-ins:

(a) Maintenance Spare Units

(b) Growth Spare Units

(c) Units awaiting pending order activity.

Each of these three categories of plug-ins must be used for its designated purpose only, eg, a maintenance spare unit should not be used for circuit order work and a growth spare unit should not be used for maintenance work.

8.13 The following is the recommended administration procedures:

(a) Maintenance Spare Units:

- Arrange a cabinet with marked slots for each maintenance spare plug (maintenance spares should be protected from usage for other purposes).
- Set up procedures to tag the defective plug for "repair and return" and place it in the slot vacated by the use of the maintenance spare (see paragraphs 5.04 and 8.20(e)).
- When a good maintenance spare plug-in is received, remove the tagged plug-in from the slot and place the good maintenance spare in its place. Return the tagged defective plug-in for repair.

This method ensures all maintenance spare slots are full at all times. A ***quick visual check*** will identify any maintenance spare plug-in that is used for other than maintenance purposes.

(b) Growth Spare Units:

- Arrange a separate cabinet or shelf for storage of growth spare plug-ins. The use of growth spares should be used as directed by an MTR.

(c) Units awaiting pending order activity:

- Another separate cabinet or shelf should be used to store plug-in units awaiting pending order activity. These units will always be associated with an MTR identifying the order.

*Note:* Should it be necessary to use a growth spare for maintenance or a maintenance spare for growth, as in emergency situation, ***the PIA must be notified.***

***Plug-In Custodian***

8.14 To ensure that the requirements of plug-in administrative procedures are complied with at each central office, a management person will be assigned as Plug-in Custodian. When both Special and Switched Services have personnel working in a parcel, the biggest user of plugs will be Plug-In Custodian. The list identifying Plug-In Custodians for all COs will be updated and maintained by NetCom Staff.

8.15 The amount of supervisory time to fulfull the custodial responsibilities will vary with the volume of plug activity and the number of offices under the custodian's jurisdiction.

8.16 The following delineates the responsibilities of the Plug-In Custodian:

(a) Arranges for and designates a suitable plug-in processing area as defined in paragraph 8.08, PLUG-IN PROCESSING AREA by working through the PIA.

(b) Arranges for the daily scheduling of a non-management person as a Plug-in Controller for each building to function as the primary field contact for PICS personnel and the central office groups and to administer the shipping, receiving and storage of plugs.

(c) Responsible for the specific work functions assigned to the controller. The duties of the controller are defined in paragraph 8.18, PLUG-IN CONTROLLER.

(d) Serves as the management point of contact to coordinate and resolve plug-in related subjects that cannot be satisfied by the Plug Controller.

(e) Ensure that C.O. plug-in quantity matches PICS database.

8.17 For CO locations where both PNB and AT&T-C own equipment, the Plug-In Custodian has the following additional responsibilities (See paragraphs 1.05 and 4.05):

(a) To ensure that ownership of plug-ins in the CO is identifiable at all times.

(b) To ensure plug-ins owned by a company will not be used in the other company's equipment bays.

(c) To conduct or participate in reviews to ensure the integrity of plug-in ownership is maintained during the day-to-day movement of plug-ins.

(d) To ensure that building service personnel, guards, etc., are informed of where containers should be placed when delivered after hours, i.e., observing ownership rules.

(e) To arrange for periodic frame and equipment bay check (See paragraph 8.21) and spare plug-in inventory (See paragraph 8.22) as appropriate.

***Plug-In Controller***

8.18 A non-management person will be assigned as a Plug-In Controller for each location to administer the movement of Plug-Ins for the central office as the workload requires. This means the duties will be loaded as a work item just as other central office work and may or may not be fulltime. However, this duty will be his/her first priority and primary responsibility. Where both Special and Switched Services have personnel working in a parcel, the biggest user of plugs will assign the Plug-In Controller.

8.19 A local procedure will be established and maintained for the purpose of readily locating and controlling the use of each plug-in for its designated purpose. This local procedure will include a system for prompt return of plug-ins to central stock and a means of determining if shipments have been received.

8.20 The Plug-in Controller's duties are:

(a) To serve as the contact point for plug-in movement. The Plug-in Controller will act as the primary contact point to resolve questions and problems relating to the shipping, receiving and storage of plug-ins for the assigned location.

*Note:* This will require contacts with the PICS group, central stock (CS), and the central office groups using the plugs.

(b) If the condition cannot be satisfied by the Plug Controller, only then will it be escalated to the Plug Custodian.

(c) To receive plug-in shipments for pending orders.

(1) Place box(es) in the plug-in processing area. Observe ownership rules as described in paragraphs 1.05 and 4.05.**

(2) Verify all shipments at the time of delivery for physical integrity and check for damage, identity and quantity against the MTR.

** (3) Verify ownership identification label (attached on plug-in(s) as required) against the MTR immediately after unpacking. Should discrepancies be found, notify the PIA and the control center responsible for the order immediately. The PIA will initiate action to correct the problem.

(4) Mark the packing containers with the MTR and order number and place on the pending order shelf (See paragraphs 8.08 thru 8.12). Observe correct ownership rules as described in paragraphs 1.05 and 4.05.

(5) Mark the packing slip with the date received and the shelf location where the plug can be found. File the packing slip in numerical order of the MTR number in the pending order MTR file.

(6) Sign and return the shipping receipt for the plug-in(s) following the instructions on the back of the MTR (Form D5928).

(d) To receive plug-in shipments for maintenance:

(1) Place box(es) in the plug-in processing area. Observe ownership rules as described in paragraphs 1.05 and 4.05.

(2) Verify all shipments at the time of delivery for physical integrity and check for damage, identity and quantity against the MTR.

** (3) Verify ownership identification label (attached on plug-in(s) as required) against the MTR immediately after unpacking.

(4) Notify the PIA of any discrepancies found.

(5) Place the plug in the maintenance spare shelf (See Paragraphs 8.08 thru 8.13). Observe correct ownership rules as described in paragraphs 1.05 and 4.05.

(6) Mark the packing slip as received, and file in the received file.

** Will be done in CO locations where both PNB and AT&T-C own equipment.

(7) Sign and return the shipping receipt for the plug-in(s) following the instructions on the back of the MTR (Form 5928).

(e) To handle defective units.

(1) The person who identified the defective unit will complete and attach ***firmly*** a tag (locally designed) with trouble condition and date to the defective unit before turning the plug-in over to the Plug-in Controller. (See paragraph 5.04.)

(2) The Plug-in Controller will call the CS to identify the need for a replacement unit when receiving a defective unit. ***Do not stockpile defective units before calling CS.***

(3) When a maintenance spare plug-in was used as a replacement for the defective unit, place the tagged defective unit in the vacated storage slot while waiting for the good unit to be shipped from central stock. When the good unit is received, follow the procedures under "To receive plug-in shipments for maintenance" in paragraph 8.20(d), then place the unit in the maintenance spare shelf and return the defective unit to CS promptly using the Repair Tag (Form F7878 Fig. 5). (See paragraph 8.12.)

(4) If a substitute maintenance spare unit was used as a replacement for the defective unit, the PIA and FAB (Field Assistance Bureau) should be notified so that the PIA can update the PICS data base and CPC can issue and distribute new WORD document (See paragraph 5.04 and section 6).

(f) To maintain growth spare units.

(1) The work groups doing disconnect orders will remove all disconnected plug-in(s) from the mountings and return to the Plug-in Controller at the time the disconnect or cancellation is worked. The Plug-in Controller will handle these disconnect spares as specified by the disconnect MTR (see paragraph 5.05).

(g) To return plug-ins to Central Stock (CS).

(1) When MTRs are received requesting return to CS, pack and return the plug-ins by the MTR due date.

(2) Do not substitute plug-in types or change quantities without noting the exact information on the MTR.

(3) Pack units to avoid damage during shipping.

(4) Place the packing slip in the carton and use proper shipping label. If there is more than one container, place a shipping label on ***each*** carton along with the sender's address, and MTR number. Mark each carton 1 of X, 2 of X, etc., where X = total number of cartons.

*Note:* Plug-In Controllers for CO locations where both PNB and AT&T-C own equipment should ensure that plug-ins owned by PNB are stored in PNB's designated area.

8.21 A frame and equipment bay check should be arranged every six months by the Plug-In Custodian to assure that all plug-ins and jumpers have been removed on disconnects and that all working slots are shown as assigned on the records. This may be performed in the following manner:

(a) Obtain from Data Base Management the Facility and Equipment Assignment Record (FEAR) report for the office and equipment to be inventoried. This will show working items, spares, pending adds, pending disconnects, and frame and bay locations.

(b) Obtain the PICS/DCPR inventory file from PICS for the office and equipment to be inventoried. This will list all plugs in ascending HECIG(7) and show the number of working plugs, number of growth spares and number of maintenance spares needed.

(c) Before beginning the count and jumper checks, all pending circuit order activity must be analyzed for its effect on plug-in status, as follows:

(1) Connect Orders, spare plug-ins with an associated connect MTR are

considered working and are not counted.

(2) Disconnect Orders, spare plugs associated with unreported disconnect orders are considered working and are not counted. They will be made spare when the disconnect completion is reported to the PIA.

(d) Determine the location of the distributing frame and identify the areas on the frame which correspond to the subject equipment bays. Physically check connections on the distributing frame and record the location of all clean lugs. A clean lug means no connection and therefore no plug-in should be in the corresponding slot in the equipment bay.

(e) Return to the equipment bays and verify that plug-ins are not present in the slots where there is no connection at the distributing frame. Where plug-ins exist, remove from bay and return to one central office spare plug-in location. As the frame and bay check is made, correct the FEAR report to show actual as found.

(f) If the assignment shows it to be working and it is found spare, indicate spare on the printout. If the assignment shows spare and it is found working, endeavor to determine what circuit is actually working on the assignment and indicate circuit number on the printout.

(g) After returning all spare plug-ins that were mounted in the equipment bays to one location containing spare units, count all the spare units in the office and record on the PICS inventory file printout.

(h) Arrange with the PIA for shipping papers (MTR) to return of excess stock shipment of needed spare plugs. Return corrected inventory to the PIA. They will send a MTR to the office to recall the surplus plugs. Do not send plugs until the request is received. Upon receipt of the MTR, return the plugs immediately so the inventory can be kept current.

(i) Return the corrected FEAR report to the Data Base Management so they can reconcile the Facility and Equipment Data Base.

8.22 PIA is responsible for adjusting the plug-in spare level in C.O.'s by using the "Location Overstock Report". MTR's will be issued as required by the PIA to maintain a reasonable quantity of spare plug-ins in C.O.'s continuously. Central offices may periodically receive a "Location Overstock Report" from the PIA. The Plug-In Custodian should inventory the growth spares and maintenance spares and reconcile any discrepancies with the PIA. If there is an excess of maintenance spares, or additional maintenance spares are required to assure service restoral, contact the PIA and request changes. If the inventory identifies excessive growth spares, initiate a request for return of the overage.

8.23 As mentioned in paragraph 2.02, it is a legal obligation for PNB to inventory the assets. These inventories are conducted by the Asset Record Verification Team. The central office location personnel should always adhere strictly to the following procedures for asset inventory.

(a) All maintenance spare plug-in units should be clearly identified and stored in designated areas (See paragraph 8.12).

(b) Plug-ins for pending adds or from recent disconnects should be segregated and clearly identified with copies of the shipping notice (MTR).

(c) All defective units should have a like-for-like request called to CS and each unit should be tagged (See paragraphs 5.04 and 8.20e).

(d) All known disconnected or spare units should be removed from relay rack mountings and stored in cabinets with office growth spare stock (See paragraph 8.21).

(e) Prior to arrival of the Inventory Team arrangement should be made to return all excess units to central stock. Items not shipped prior to arrival of the team should be packaged and clearly marked.

(f) A NetCom Supervisor should provide assistance to the Inventory Team during or immediately following the inventory to verify and remove all nonassigned plugs found in the bay mountings during the inventory. The Asset Inventory Team will pack and ship these spares.

(g) Be able to identify plugs at the office to be used for projects, i.e. plugs in 100.2 account (plant under construction).

## 9. FORMS

*Equipment Selection Aid*

9.01 Fig. 1 is a typical page from an Equipment Selection Aid produced by the PICS system and should be referred to for the location and identification of the following fields:

(a) ***Title Drawing and List to HECIG:*** This aid has been designed to convert Drawing and List nomenclature to common language HECIG nomenclature.

(b) ***Issued:*** The date this report was produced by the PICS computer.

(c) ***Drawing Number/List(s):*** A sequential listing in alphanumeric order of each possible Drawing Number and List combination.

(d) ***HECI/HECIG:*** The equivalent Common Language Equipment Identity, HECI and HECIG nomenclature for the identified DRAWING NUMBER and LIST information in (a).

(e) ***Function Code:*** The company assigned Function Code assigned to the identified Drawing Number and List information in (a).

***Note:*** Data in this column would not normally be used by CO personnel.

9.02 An additional report titled ***HECIG to DRAWING and LIST*** is available, which contains:

(a) ***HECI-HECIG*** data in alphanumeric sequence.

(b) The ***Drawing and List*** equivalent information.

(c) See Fig. 2 for a typical page.

*Material Transfer Request Form D5928*

9.03 Fig. 3 is a blank shipping notice or formally a Material Transfer Request, Form D5928, and should be referred to for the location and identification of the following fields:

(a) ***Shipping Notice Number:*** A unique number assigned by the PICS computer to the Material Transfer Request (MTR).

(b) ***Authorization Number:*** A number assigned by the PIA.

(c) ***Service Date:*** The date the equipment is required as specified by CPC. This is the same as the Ship To Arrive date.

(d) ***Date Printed:*** The date the transaction was entered into PICS computer.

(e) ***Ship To Arrive Date:*** This is the date the equipment is required on the job. Material On Job date or sooner.

(f) ***Page:*** The page number of this MTR.

(g) ***Transaction Type:*** The type of transaction requested by the MTR will be typed in this space. There are five types that may appear: Location Connect, Ship-From-Stock, Field-To-Field, Like-For-Like, or Return-To-Stock. Only one type of transaction appears at a time.

(h) ***Ship To:*** The PICS location the equipment is being shipped to.

(i) ***From:*** The PICS location the equipment is shipped from.

(j) ***Description:*** An English language description or function code description of the equipment.

(k) ***Equipment or Apparatus:*** The 7-character HECIG identification of the equipment involved.

***Note:*** In some cases where the equipment has not been classified, this field would show the J and List plug-in description.

(l) ***Status:*** Codes appear in both the From and To columns, and may be any of the following:

(1) S (Spare): The plug-in units are classified as spare units and are available to be working.

(2) W (Working): The plug-in is classified as a working unit.

(3) M (Maintenance Spare): The plug-in units are classified as spare units, but are to be used only to replace defective units.

(m) ***Stock Location:*** Identifies the location of the unit in the central stock warehouse.

Note: The field would be filled in on the Ship From Stock, Like For Like and Location Connect type transactions.

(n) ***Quantity:*** The number of units for each item of equipment on the transaction.

(o) ***Packed By:*** The initials of the person processing the equipment for shipping.

(p) ***Date Shipped:*** The date the equipment left the From Location.

(q) ***Ship Via:*** The mode of transportation used, ie, Company, United Parcel, bus, air, taxi and truck line.

(r) ***Received By:*** Initials of the person who received and verified the shipment at the "TO" location.

(s) ***Date Received:*** Show the date the shipment was received at the "TO" location.

(t) ***Pkg. of Pkgs.:*** The number of containers required to ship the equipment on the transaction.

(u) ***Weight:*** The number of pounds in the shipment.

(v) Any discrepancies in the identity or quantity of the equipment shipped should be noted by crossing out and amending the affected data.

9.04 Form D5928 consists of five sheets which have the following headings and functions:

Pink Sheet - Packing Slip

Yellow Sheet - PIA Copy

Green Sheet - Shipping Receipt

Gold Sheet - Warehouse Copy

White Sheet - File Copy

The distribution of these copies is outlined on the reverse side of the Pink Sheet by type of transaction. (See Fig. 4.)

***Repair Tag Form P7878***

9.05 Fig. 5 shows a blank Repair Tag and should be referred to for the location and identification of the following fields:

(a) SD44-325 NO.: A unique number assigned to a defective unit for its process through the repair cycle.

*Note:* When more than one unit is involved, the repair tags are assigned in numerical sequence corresponding to sequence of equipment listed on the MTR. Accurate association of the tag and the unit is important in the repair process.

(b) ***Date:*** The date the defective equipment is processed for shipment to CS.

(c) ***Ship To:*** The PICS location of the defective unit.

*Note:* This field is completed by the PIA prior to the tag being sent to the field forces.

(d) ***Equipment Description:*** This field should be completed by the field showing the complete J and List description.

(e) ***Initially Defective?:*** (See Section 010-700-030.)

(f) ***Service Instruction:*** This field would contain the trouble condition found by the CO forces.

(g) ***Central Stock Location:*** Reflects area owning the plug-in.

## 10. SHIPPING LABELS

10.01 Fig. 6 through Fig. 9 show the shipping labels and their use by color coding. CO forces should be familiar with the use of these labels.

10.02 Shipping labels should be completed showing the MTR number and the number of packages associated with the MTR (i.e., 1 of 2, 2 of 2).

PACIFIC N.W. BELL TEL. CO.
DIS DICS/DECPP
15SEP0- 10/01/79 TIME- 18:04

PLUG-IN SELECTION & SUBSTITUTION TABLES

DRAWING AND LIST TO HECIG

BISP 754-124-502 04
PAGE 179
SECTION 5
SHEET 69

| DRAWING NUMBER | LIST(S) | ----HECI--- FUNCTION HECIG-- CODE | DRAWING NUMBER | LIST(S) | ----HECI--- FUNCTION HECIG-- CODE |
|---|---|---|---|---|---|
| J98726AG-1 | 1 | D4SD000 AAA D4SD000 | J98726BG-1 | 1,A | D4CR200 BAD D4CP200 |
| J98726AG-1 | 1,A | D4SD010 AAA D4SD010 | J98726BH-1 | 1 | D4CD300 CAA D4CD300 |
| J98726AG-2 | 2 | D4SD010 CAA D4SD010 | J98726BH-1 | 1,A | D4CD300 CAB D4CD300 |
| J98726AH-1 | 1 | D4LI300 CAA D4LI300 | J98726BH-3 | 3 | D4CD300 HAA D4CD300 |
| J98726AH-2 | 2 | D4LI300 GAA D4LI300 | J98726BH-3 | 3,A | D4CD300 HAB D4CD300 |
| J98726AJ-1 | 1 | D4OI100 AAA D4OI100 | J98726BJ-1 | 1 | D4CE200 BAA D4CE200 |
| J98726AJ-1 | 1,HOD-A | D4OI100 AAB D4OI100 | J98726BJ-1 | 1,A | D4CE200 BAB D4CE200 |
| J98726AK-1 | 1 | D4PBD00 AAA D4PBD00 | J98726BJ-2 | 2,A | D4CE200 KAB D4CE200 |
| J98726AK-1 | 1,A,HOD-A | D4PBD01 AAA D4PBD01 | J98726BK-1 | 1 | D4CX700 CAA D4CC700 |
| J98726AK-1 | 1,HOD-A | D4PBD00 AAB D4PBD00 | J98726BK-1 | 1,A | D4CX700 CAB D4CC700 |
| J98726AK-1 | 1,2,3 | D4PBD20 AAA D4PBD20 | J98726BH-1 | 1 | D4CD400 DAA D4CD300 |
| J98726AK-1 | 1,2,3,A,HOD-A | D4PBD21 AAA D4PBD21 | J98726BH-1 | 1,A | D4CD400 DAB D4CD400 |
| J98726AK-1 | 1,2,3,HOD-A | D4PBD20 AAB D4PBD20 | J98726BH-2 | 2 | D4CD400 FAA D4CD400 |
| J98726AL-1 | 1 | D4OI200 CAA D4OI200 | J98726BH-2 | 2,A | D4CD400 FAB D4CD400 |
| J98726AM-1 | 1 | D4LI410 DAA D4LI410 | J98726BH-1 | 1 | D4CE700 GAA D4CE700 |
| J98726AP-1 | 1 | D4LI420 EAA D4LI420 | J98726BH-2 | 2 | D4CE700 HAA D4CE700 |
| J98726AP-1 | 1,HOD-A | D4LI420 EAB D4LI420 | J98726BH-2 | 2,A | D4CE700 HAB D4CE700 |
| J98726AP-2 | 2 | D4LI421 EAA D4LIN421 | J98726BP-1 | 1 | D4CE120 HAA TIP0212 |
| J98726AR-1 | 1 | D4LI430 DAA D4LI430 | | | D4CE120 HAA TIP0212 |
| J98726AR-1 | 1,HOD-A | D4LI430 DAB D4LI430 | J98726BP-2 | 2 | D4CE120 EAA D4CE120 |
| J98726AS-1 | 1 | D4LI440 EAA D4LI440 | | | D4CE120 EAA TIP0212 |
| J98726AS-2 | 2 | D4LI441 EAA D4LI441 | J98726BP-2 | 2,A | D4CE120 EAB D4CE120 |
| J98726BA-1 | 1 | D4CD100 AAA D4CD100 | | | D4CE120 EAB TIP0212 |
| J98726BA-1 | 1,HOD-A | D4CD100 AAB D4CD100 | J98726BR-1 | 1 | D4CC200 BAA D4CC200 |
| J98726BA-2 | 2 | D4CD100 AAC D4CD100 | J98726BR-1 | 1,A,HOD-A | D4CC200 BAC D4CC200 |
| J98726BA-3 | 3 | D4CD100 AAD D4CD100 | J98726BR-1 | 1,HOD-A | D4CC200 BAB D4CC200 |
| J98726BA-3 | 3,A | D4CD100 AAE D4CD100 | J98726BR-2 | 2 | D4CC200 DAA D4CC200 |
| J98726BA-3 | 3,A,D | D4CD100 AAF D4CD100 | J98726BR-2 | 2,A | D4CC200 DAB D4CC200 |
| J98726BA-3 | 3,B | D4CD100 AAG D4CD100 | J98726BS-1 | 1 | D4CC100 AAA D4CC100 |
| J98726BA-4 | 4 | D4CD100 GAA D4CD100 | J98726BS-1 | 1,A | D4CC100 AAB D4CC100 |
| J98726BA-4 | 4,A | D4CD100 GAB D4CD100 | J98726BS-2 | 2 | D4CC100 CAA D4CC100 |
| J98726BD-1 | 1 | D4CD200 DAA D4CD200 | J98726BT-1 | 1 | D4CE600 LAA D4CE600 |
| J98726BD-1 | 1,A | D4CD200 DAB D4CD200 | J98726BT-2 | 2 | D4CE600 LAA D4CE600 |
| J98726BD-2 | 2 | D4CD200 EAA D4CD200 | J98726BT-2 | 2,A | D4CE600 LAB D4CE600 |
| J98726BD-2 | 2,A | D4CD200 EAB D4CD200 | J98726BD 1 | 1 | D43C000 AAA D43C000 |
| J98726BC-1 | 1 | D4CE100 AAA D4CE100 | J98726BH-1 | 1,A | D43C000 AAB D43C000 |
| J98726BC-2 | 2 | D4CE100 JAA D4CE100 | J98726BH-1 | 1 | D4C5100 AAA D4C5100 |
| J98726BC-2 | 2,A | D4CE100 JAB D4CE100 | J98726BH-1 | 1,A | D4C5100 AAB D4CE100 |
| J98726BD-1 | 1 | D4CX100 AAA D4CX100 | J98726BY-1 | 1 | D4CL100 AAA D4CL100 |
| J98726BD-1 | 1,A | D4CX100 AAB D4CX100 | J98726BY-1 | 1,A | D4CL100 AAB D4CL100 |
| J98726BD-2 | 2 | D4CX100 AAC D4CX100 | J98726BC-1 | 1 | D4CP100 FAA D4CP100 |
| J98726BD-3 | 3 | D4CX100 JAA D4CX100 | J98726BD 1 | 1 | D4CP200 BAA D4CP200 |
| J98726BD-3 | 3,A | D4CX100 JAB D4CX100 | J98726BC-1 | 1 | D4CP300 CAA D4CP300 |
| J98726BE-1 | 1 | D4CX200 BAA D4CX200 | J98726BD-1 | 1 | D4CP400 DAA D4CP400 |
| J98726BE-1 | 1,A | D4CX200 BAB D4CX200 | J98726BA-1 | 1 | D4DP100 AAA D4DP100 |
| J98726BE-2 | 2 | D4CX200 KAA D4CX200 | J98726BD-1 | 1 | D4DP200 FAA D4DP200 |
| J98726BE-2 | 2,A | D4CX200 KAB D4CX200 | J98726BD-1 | 2 | D4DP300 BAA D4DP300 |
| J98726BF-1 | 1 | D4CR100 AAA D4CR100 | J98726BD-1 | 3 | D4DP400 BAA D4DP400 |
| J98726BF-1 | 1,A | D4CR100 AAB D4CR100 | J98726BE-1 | 1 | D4DP500 CAA D4DP500 |
| J98726BG-1 | 1 | D4CR200 BAA D4CR200 | J98726HA-1 | 1 | D4IE100 AAA D4IE100 |

J98726AG-1

REPORT ALL SUBSTITUTIONS BETWEEN HECIG'S
REPORT ALL EQUIPMENT SUBSTITUTIONS MARKED BY AN *

**Fig. 1 — Page from Equipment Selection Aid - Drawing and List to HECIG**

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PACIFIC N.W. BELL TEL. CO.                    PLUG-IN SELECTION & SUBSTITUTION TABLES
BIS PICS/DCPM
ISSUED- 10/01/79   TIME- 10:04                HECIG TO DRAWING AND LIST

----HLCI---  DRAWING                                  FUNCTION
HECIG--      NUMBER      LIST(S)                      CODE
-------------------------------------------------------------------
D4CX600 DAB  J98726SC-1  1,MOD-A                       D4CX600
D4CX610 DAA  J98726SC-1  1,MOD-B                       D4CX610
        DAD  J98726SC-1  1,MOD-A,MOD-B                 D4CX610
D4CX700 GAA  J98726DK-1  1                             D4CX700
        GAB  J98726DK-1  1,A                           D4CX700
D4C0100 AAA  J98726SH-1  1                             D4C0100
        AAB  J98726SH-1  1,A                           D4C0100
D4C0110 AAA  J98726SH-1  1,MOD-A                       D4C0110
        AAB  J98726SH-1  1,A,MOD-A                     D4C0110
D4C0200 BAA  J98726SJ-1  1                             D4C0200
        BAB  J98726SJ-1  1,A                           D4C0200
D4C0300 CAA  J98726SQ-1  1                             D4C0300
        CAB  J98726SQ-2  2                             D4C0300
D4C0310 CAB  J98726SQ-2  2,MOD-A                       D4C0310
D4C2100 AAA  J98726SL-1  1                             D4C2100
D4C2200 BAA  J98726SH-1  1                             D4C2200
D4C2300 CAA  J98726SN-1  1                             D4C2300
D4C2400 DAA  J98726SP-1  1                             D4C2400
D4DP100 AAA  J98726DA-1  1                             D4DP100
D4DP200 DAA  J98726DB-1  1                             D4DP200
D4DP300 PAA  J98726DB-1  2                             D4DP300
D4DP400 PAA  J98726DD-1  3                             D4DP400
D4DP500 CAA  J98726DC-1  1                             D4DP500
D4EC100 AAA  ED-3C655-30 1                             D4EC100
D4EC110 AAA  ED-3C656-30 1                             D4EC110
D4EC200 AAA  ED-3C655-30 2                             D4EC200
D4EC210 AAA  ED-3C656-30 2                             D4EC210
D4EC300 AAA  ED-3C655-30 3                             D4EC300
D4EC310 AAA  ED-3C656-30 3                             D4EC310
D4EC400 AAA  ED-3C655-30 4                             D4EC400
D4EC410 AAA  ED-3C656-30 4                             D4EC410
D4EC500 AAA  ED-3C655-30 5                             D4EC500
D4EC510 AAA  ED-3C656-30 5                             D4EC510
D4EC610 AAA  ED-3C656-30 6                             D4EC610
D4EC710 AAA  ED-3C656-30 7                             D4EC710
D4L1100 AAA  J98726AE-1  1                             D4L1100
        FAA  J98726AE-1  2                             D4L1100
D4L1200 DAA  J98726AF-1  1                             D4L1200
        DAB  J98726AF-1  1,MOD-A                       D4L1200
        BAC  J98726AF-1  1,MOD-A,MOD-B                 D4L1200
        BAD  J98726AF-1  1,MOD-A,MOD-B,MOD-C           D4L1200
D4LI300 CAA  J98726AH-1  1                             D4LI300
        GAA  J98726AH-2  2                             D4LI300
D4LI410 DAA  J98726AH-1  1                             D4LI410
D4LI420 EAA  J98726AP-1  1                             D4LI420
        EAB  J98726AP-1  1,MOD-A                       D4LI420
D4LI421 EAA  J98726AP-2  2                             D4LIM421
D4LI430 DAA  J98726AR-1  1                             D4LI430
        DAD  J98726AR-1  1,MOD-A                       D4LI430
D4L1440 EAA  J98726AS-1  1                             D4L1440

----HECI---  DRAWING                                  FUNCTION
HECIG--      NUMBER      LIST(S)                      CODE
-------------------------------------------------------------------
D4L1441 EAA  J98726AS-2  2                             D4L1441
D4QIB00 BAA  ED-3C647-30 1                             D4QIB00
D4QI100 AAA  J98726AJ-1  1                             D4QI100
        AAB  J98726AJ-1  1,MOD-A                       D4QI100
D4QI200 CAA  J98726AL-1  1                             D4QI200
D4MDC00 BAA  J87330C-1   1                             D4MDC00
        BAB  J87330C-1   1,MOD-A                       D4MDC00
        BAC  J87330C-1   1,A,MOD-A                     D4MDC00
        BAD  J87330C-2   2                             D4MDC00
        DAF  J87330C-2   2,B                           D4MDC00
D4PDD00 AAA  J98726AK-1  1                             D4PDD00
        AAB  J98726AK-1  1,MOD-A                       D4PDD00
D4PDD01 AAA  J98726AK-1  1,A,MOD-A                     D4PDD01
D4PDD20 AAA  J98726AK-1  1,2,3                         D4PDD20
        AAB  J98726AK-1  1,2,3,MOD-A                   D4PDD20
D4PDD21 AAA  J98726AK-1  1,2,3,A,MOD-A                 D4PDD21
D4SDB00 BAA  ED-3C648-30 1                             D4SDB00
D4SD000 AAA  J98726AG-1  1                             D4SD000
D4SD010 EAA  J98726AG-1  1,A                           D4SD010
        CAA  J98726AG-2  2                             D4SD010
D4TEK00 DAA  K5-21838    1                             D4TEK00
D4TEMA0 EAA  J98726MG-1  1                             D4TEMA0
             J98726MG-2  2                             D4TEMA0
D4TEMA0 EAB  J98726MG-2  2                             D4TEMA0
             J98726MG-2  2                             D4TEMA0
D4TEMD0 EAD  J98726MJ-1  1,A,MOD-A,MOD-B               D4TEMD0
D4TEMB0 EAA  J98726MG-1  1                             D4TEMB0
        EAD  J98726MJ-1  1,MOD-A                       D4TEMB0
        EAC  J98726MJ-1  1,MOD-A,MOD-B                 D4TEMB0
D4TEMC0 EAA  J98726MK-1  1                             D4TEMC0
        EAB  J98726MK-1  1,MOD-A                       D4TEMC0
        EAC  J98726MK-1  1,MOD-A,MOD-B                 D4TEMC0
        EAD  J98726MK-1  2,MOD-C                       D4TEMC0
D4TEMD0 AAD  J98726ML-1  1                             D4TEMD0
D4TEME0 GAA  ED-3C704-30 1                             D4TEME0
D4TE710 1AA  EXTENDER    TCHS 9504D                    D4TE710
             EXTENDER    TCHS 9504B                    MLCS601
D4TE100 AAA  J98726MA-1  1                             D4TE100
D4TE200 AAA  J98726MB-1  1                             D4TE200
D4TE400 AAA  J98726MD-1  1                             D4TE400
D4TE500 BAA  J98726ME-1  1                             D4TE500
D4TE600 DAA  J98726MF-1  1                             D4TE600
        DAB  J98726MF-1  1,MOD-A                       D4TE600
D4TE800 BAA  ED-3C766-30 1                             D4TE800
D4TE900 DAA  J98726MF-2  2                             D4TE900
        DAD  J98726MF-2  2,MOD-A                       D4TE900
D4TP000 AAA  J98726AD-1  1                             D4TP000
D4TRR00 BAA  J98726AB-1  1                             D4TRR00
        BAB  J98726AB-1  1,MOD-A                       D4TRR00
        BAC  J98726AB-1  1,A,MOD-A                     D4TRR00

                REPORT ALL SUBSTITUTIONS BETWEEN HECIG'S
D4CX600 DAB     REPORT ALL EQUIPMENT SUBSTITUTIONS MARKED BY AN *
```

**Fig. 2 — Page from Equipment Selection Aid - HECIG to Drawing and List.**

Reference CI 60
Sect. 16
Shipping Notice No

**MATERIAL TRANSFER REQUEST**

FILE COPY

| | Service Date | Date Printed | SHIP TO ARRIVE DATE | Page |
|---|---|---|---|---|
| | | | | |

Transaction Type

SHIP TO: Pacific Northwest Bell (PLUG-IN EQPT.)

FROM: Pacific Northwest Bell (PLUG-IN EQPT.)

| DESCRIPTION | EQUIPMENT OR APPARATUS | STATUS From | STATUS To | STOCK LOCATION | QUANTITY |
|---|---|---|---|---|---|
| | | | | | |

DO NOT SUBSTITUTE SHIP ONLY EQUIPMENT LISTED ABOVE

| 1. PACKED BY | 2. DATE SHIPPED | 3. SHIP VIA | 4. RECEIVED BY | 5.DATE RECEIVED | 6. PKG. OF PKGS. | 7. ACTUAL WEIGHT |
|---|---|---|---|---|---|---|
| | | | | | | |

PLUG-IN ADMINISTRATOR 206-345-5037 (WA-ID) 503-242-5090 (OR) SHIP PREPAID SEE REVERSE

Actual Size 8½ x 11

Fig. 3 — Form D5928

FIELD INSTRUCTIONS

LOCATION CONNECT OR SHIP FROM STOCK

1. Sign and date D5928 as received (Items 4 & 5).
2. Return green copy to PIA office.
3. Retain pink copy for your records.

LIKE-FOR-LIKE

1. Sign and date D5928 as received (Items 4 & 5).
2. Place the repair tag(s) provided on the defective unit(s).
3. Place the green copy inside box containing defective unit(s) and return to Central Stock Warehouse. (Please use shipping label provided)
4. Retain pink copy for your records.

RETURN-TO-STOCK

1. Complete D5928 shipping information (Items 1, 2, 3, 6 & 7).
2. Return pink and green copies with requested material to Central Stock. (Please use shipping label provided)
3. Retain yellow copy for your records.
4. If packing material is required, please call (503) 281-6588.

FIELD-TO-FIELD

SHIPPING OFFICE

1. Complete D5928 shipping information (Items 1, 2, 3, 6 & 7).
2. Ship material with pink and green copies to designated office.
3. Retain yellow copy for your records.

RECEIVING OFFICE

1. Sign and date D5928 as received (Items 4 & 5).
2. Return green copy to appropriate PIA office.
3. Retain pink copy for your records.

If this shipment contains any discrepancies, please call the appropriate Facility Assistance Bureau (FAB) or your PIA office.

Oregon PIA
421 S.W. Oak Street, Rm 430
Portland, Oregon 97204

503-242-5090

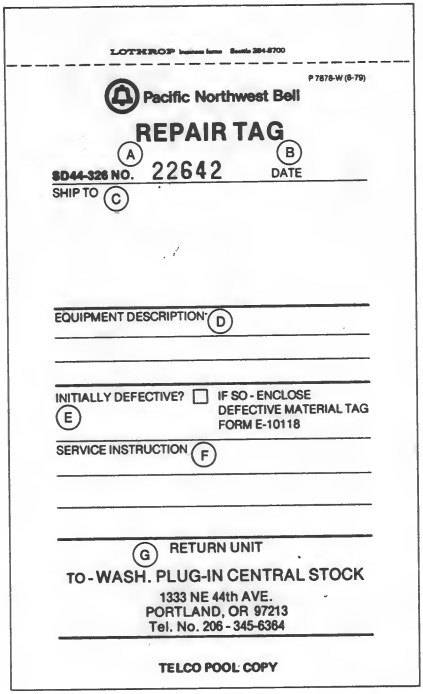
FAB 503-242-6111

Washington PIA
1600 Bell Plaza, Rm. 1409
Seattle, Washington 98101

206-345-5037

FAB 206-345-6111

**Fig. 4 — Form D5928 (Back side of Packing Slip)**


LOTHROP business forms Seattle 284-8700

P 7878-W (6-79)

Pacific Northwest Bell

REPAIR TAG

(A) SD44-326 NO. 22642 (B) DATE

SHIP TO (C)

EQUIPMENT DESCRIPTION: (D)

INITIALLY DEFECTIVE? ☐ IF SO - ENCLOSE DEFECTIVE MATERIAL TAG FORM E-10118 (E)

SERVICE INSTRUCTION (F)

(G) RETURN UNIT

TO - WASH. PLUG-IN CENTRAL STOCK

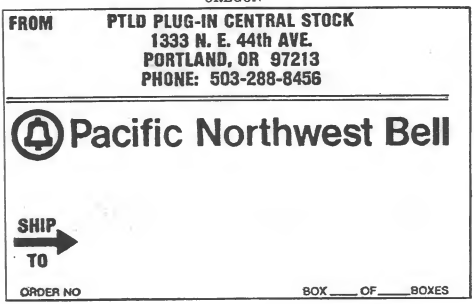
1333 NE 44th AVE.
PORTLAND, OR 97213
Tel. No. 206 - 345-6364

TELCO POOL COPY

Actual Size

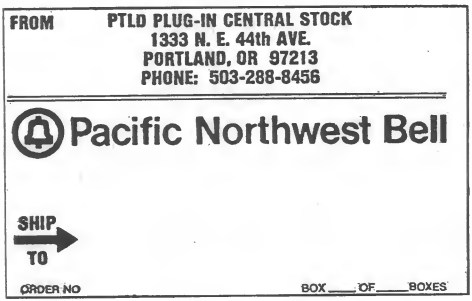
Fig. 5 — Form P7878-W

OREGON




(Fluorescent)
(GREEN)

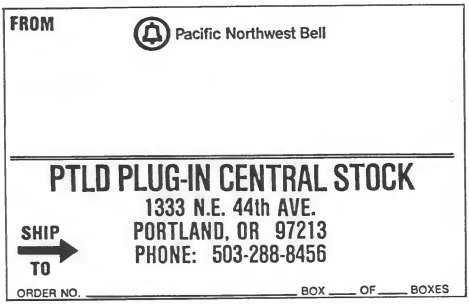
WASHINGTON




(Fluorescent)
(PINK)

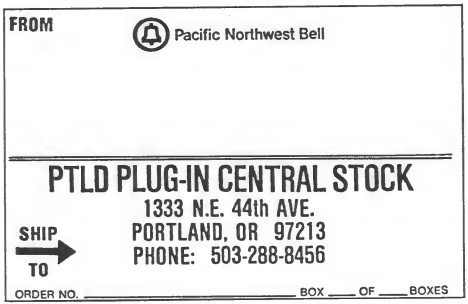
**Fig. 6 — Shipping Labels — Like For Like Returns to CS For Modifications.**

OREGON




(BLUE)

WASHINGTON




(ORANGE)

**Fig. 7 — Shipping Labels — Like For Like Returns to CS For Repair.**

OREGON

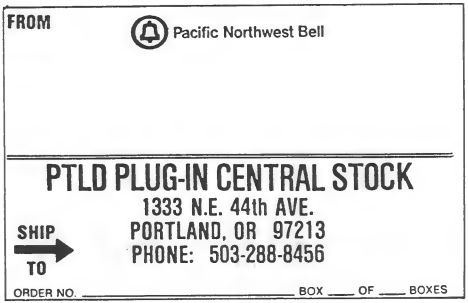
(RED)

WASHINGTON

(WHITE WITH RED LETTERS)

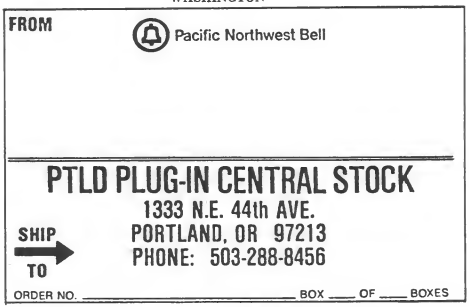
**8 — Shipping Labels — Return to Stock Transactions (Rush)**

OREGON




(GREEN)

WASHINGTON




(PURPLE)

**Fig. 9 — Shipping Labels — Return to Stock Transactions**

PICS/DCPR RUN: COINS-LOCATION-OVERSTOCK-REPORT

PACIFIC N.W. BELL TEL. CO.

CENTRAL STOCK: PTLDORCS545

CENTRAL OFFICE: BLLVHAGLMEX

INVENTORY MANAGEMENT

COINS - LOCATION OVERSTOCK REPORT

DISTRICT: 35

PIA AREA: WA

DISP# 756-126-353-01
PAGE: 13
RUN DATE: 04/29/81 03:39

| # | IM REF LEVEL | DESCRIPTION | ACTUAL WKG | ACTUAL SPR | ACTUAL MTC SPR | RECOMMENDED MAX SPR* | RECOMMENDED MTC | RECOMMENDED RECALL@@ | RECOMMENDED RECALL $ |
|---|---|---|---|---|---|---|---|---|---|
| 01 | D4CE411 | D4 4W DX CHAN UN | 9 | 12 | 3 | 0 | 1 | 14 | $2,422 |
| 02 | D4CE200 | 2W CHAN UNIT | 4 | 4 | 0 | 0 | 1 | 3 | $213 |
| 03 | D4CE500 | D4 4W TDM CHAN UN | 3 | 2 | 1 | 0 | 1 | 2 | $166 |
| 04 | D4CE120 | 4W EXTND RNG CHAN UN | 2 | 1 | 1 | 0 | 1 | 1 | $74 |
| 05 | D4C0110 | D4 4W TO CHAN UN | 10 | 1 | 1 | 0 | 1 | 1 | $71 |
| 06 | D4AC000 | ALM CONT COMM UNIT | 48 | 0 | 0 | 1 | 1 | 0* | $0 |
| 07 | D4CD200 | DP TERMG MOD | 201 | 0 | 0 | 4 | 4 | 0* | $0 |
| 08 | D4CD400 | D4 DP MF CHAN | 303 | 0 | 1 | 6 | 6 | 0* | $0 |
| 09 | D4CE100 | 4W CHAN UNIT | 139 | 0 | 0 | 3 | 3 | 0* | $0 |
| 10 | D4CE410 | D4 4W DX CHAN UN | 0 | 0 | 0 | 0 | 0 | 0 | $0 |
| 11 | D4CX100 | D4 FXS STA END CHAN UN | 210 | 0 | 0 | 4 | 4 | 0* | $0 |
| 12 | D4CX200 | FXO SERV OFF CHAN UNIT | 134 | 0 | 1 | 3 | 3 | 0* | $0 |

RECOMMENDED SPARE LEVELS ARE COMPUTED ON THE 7 CHARACTER HECI LEVEL

* MAX SPR = 02 % OF WORKING

@@ RECALL QTY = SPR + MTC-SPR - (RECOM MAX SPR + RECOM MTC-SPR)

CONTINUED ON NEXT PAGE

Fig. 10 — Location Overstock Report